

Instructions for Administering Student Picture Survey (On-Line and Hard-copy Versions)

This survey is recommended only for students in fourth grade and higher.

What is the purpose of this survey?

The purpose of this survey is to gather information on students' eating habits, specifically related to fruits and vegetables (i.e. willingness to try, knowledge of, intention to eat, and consumption).

When do I administer the survey?

- Before the program begins, or shortly after the program starts.
- At the end of the school year, or when the program is nearing its end.

ADMINISTERING ON-LINE IN A SCHOOL COMPUTER LAB

1. Teachers, prior to having your class take the survey, load the survey to ensure that the survey and pictures are readable. Go to DPI FFVP Program website:
<http://www.dpi.wi.gov/fns/ffvp.html>
2. Under 'Administration' - 'Evaluation' - 'Student Survey' - 'Electronic Version' - click on the [Link to Electronic Student Picture Survey](#). If asked "Do you want to display the non-secure items?" choose YES. If the survey is readable, scroll to the end and press cancel. Proceed to step #3 to administer to the students. If not, please see # 10 below.
3. **NOTE:** Question #3 - Enter your classroom number. If you do not have a classroom number, please discuss among other 4th and 5th grade classrooms and designate a specific number, between 1 and 999, that will **identify your classroom**. Record this number for when your students will do the post-test. It is important that the same classrooms take the pre and post tests in order to generate meaningful comparisons with pre and post responses.
4. Have students go to the DPI FFVP Program Administration website:
<http://www.dpi.wi.gov/fns/ffvp/admin.html>
5. Under 'Evaluation' - 'Student Survey' - 'Electronic Version' - have students click on the [Link to Electronic Student Picture Survey](#)
6. Direct the students if asked "Do you want to display the non-secure items?" to choose YES
7. Please assist your students with questions 1, 2 & 3:
 - a. Question 1 - Choose district and school from list
 - b. Question 2 - Choose grade level
 - c. Question 3 - Enter your classroom number
8. **NOTE:** All but two questions only require one response. Questions 8 and 10 require the student to select 'all that apply' which is indicated in these questions.
9. **GETTING RESULTS:** Results will be generated and provided to your school. **Pre** survey results will be available by the end of January, 2010. **Post** survey results will be available by August, 2010.

10. Technical Issues: If you experience any problems accessing or using the online survey, please contact your FFVP coordinator. You also have the opportunity to administer the hard-copy version as another option.

ADMINISTERING HARD-COPY VERSION IN YOUR CLASSROOM

1. Print hard-copy version from the DPI FFVP Program Administration website:
<http://www.dpi.wi.gov/fns/ffvp/admin.html>
2. Under 'Evaluation' – 'Student Survey' – 'Hard-Copy' – select the '[Student Picture Survey](#)' word document link
3. It is essential to the validity of the survey, that the survey be printed/copied in color to provide best illustration of fruit and vegetable pictures that are part of the survey.
4. If you are only able to copy the survey in black, a one-page color **Fruit/Vegetable Picture Key** is available for you to print/copy and use while administering the survey.
5. **The Fruit/Vegetable Picture Key** is located on the website under 'Evaluation' - Student Survey- 'Hard Copy'. Select the [Fruit/Vegetable Picture Key](#) word document link.
6. NOTE: The survey asks for your classroom number. If you do not have a classroom number, discuss among other 4th and 5th grade classrooms and designate a specific number, between 1 and 999, that will **identify your classroom** prior to administering the survey. This will help your school generate meaningful comparisons if administering the evaluation both at the beginning and end of the program.
7. When administering the survey to students:
 - a. To keep students' anonymous, **do not** have them write their name on the survey.
 - b. Have students check the correct box for pre- or post- FFVP evaluation.
 - c. Have students write in their classroom number.
8. All but two questions only require one response. Questions 5 and 7 require the student to select all that apply and it is indicated in these questions.
9. **GETTING RESULTS:** Use the 'Student Survey Spreadsheet' and the 'Student Survey Evaluation Key' which will help you organize and summarize results. Both are available on the DPI FFVP Program Administration website:
<http://www.dpi.wi.gov/fns/ffvp/admin.html>.
10. Under 'Evaluation' – 'Student Survey' – 'Hard-Copy' – select the '[Student Survey Spreadsheet](#)' and/or '[Student Survey Evaluation Key](#)' document links.
11. **QUESTIONS:** If you have any questions, please contact your FFVP Coordinator.

